

## **Residential Rent Stabilization Decontrol Process Summary**

When a landlord has a "voluntary vacancy [Section 2(p)]," the unit can be decontrolled in accordance with Section 8 of the Hayward Residential Rent Stabilization Ordinance (83-023, as amended). If documented properly, the unit will be subject only to Section 18 (Fees) and Section 19 (Eviction for Cause). In order to complete the decontrol process, a landlord must comply with **all** of the following conditions set forth in Section 8(a):

1. The Landlord must make improvements to the unit in the amount of at least:

- < \$1,000 for 1 or fewer bedrooms
- < \$1,500 for 2 bedrooms
- < \$2,000 for 3 or more bedrooms

Section 8(f) lists the kinds of improvements.

2. **Before rereating the unit**, obtain an Application for Decontrol from the Building Inspection Division at (510) 583-4142, City Hall, 777 "B" Street, Hayward, CA 94541.

An inspection will be arranged and an inspector will inspect the unit. There will be a fee charged by Building Inspection. If there are violations, they will have to be remedied before the inspector certifies the unit. Any unit rereated on or after January 1, 1991, must have a **solid-core front door** or a rated fire door assembly with a **deadbolt** installed and any **auxiliary door or window locks** that the City Building Official considers necessary or advisable to inhibit access to the unit from such possible points of entry. (Chapter 41 of the Building Code of the City of Hayward.)

After the City Building Official has signed the certification (white form), it will be mailed to you.

3. Information Supplied to the Tenant - The following information must be provided to the new tenant at the time of rental (b-e included on City provided form):

- a) A copy of the current Residential Rent Stabilization Ordinance;
- b) A written statement that the unit was voluntarily vacated;
- c) A written statement of the disposition of the security deposit;
- d) A written explanation of the type(s) of improvement(s) performed to the unit and the value of such improvement(s); and
- e) A written statement that the unit is still covered by Section 18 (Fees), and Section 19 (Eviction for Cause).

4. **Within 30 days** after rereating the unit, the landlord must supply the Rent Review Office with the following [Section 8(a)]:

- a) The **original** Building Inspection Housing Code Certification (white form)
- b) The **original** of the notices supplied to the new tenant under (3) above.

Make copies of each document for **your** records.